

Processing Accounts Receivables during Fiscal Year End 2003 Close

Create a Sales Order
Before document date change

The screenshot shows the SAP Sales document creation interface. The title bar indicates the document is a 'Sales document'. The main title is 'Create Reimbursables NASA: Header Data'. The interface is divided into several sections: 'Reimbursables NASA' and 'Purchase order no.' fields, 'Sold-to party' and 'US ARMY' address, a tabbed menu (Sales, Shipping, Billing, Payment cards, Accounting, Conditions, Account assignment, Partners), 'Order Type' and 'Document date' fields, 'Sales area data' and 'Glenn Research Ctr, NASA, NASA', 'Sales office', 'Sales group', 'Version', 'Order reason', 'Delivery time', 'Pricing and statistics' section with 'Doc. currency', 'Pric. procedure', 'Price list type', 'Price group', 'Pricing date', 'Customer group', 'Usage', and 'Sales district' fields. The status bar at the bottom shows 'T01 (1) (831)' and 'ifmptst INS'.

Sales document Edit Goto Extras Environment System Help

Create Reimbursables NASA: Header Data

Reimbursables NASA Purchase order no. Test

Sold-to party 52 US ARMY / 21000 Brookpark Rd / Cleveland OH 44135-3191

Sales Shipping Billing Payment cards Accounting Conditions Account assignment Partners

Order Type ZREI Reimbursables NASA Document date 10/01/2003

Sales area data 0022 / 01 / 01 Glenn Research Ctr, NASA, NASA

Sales office Created by SAVINDM

Sales group Created on 10/01/2003

Version Guarantee

Order reason

Delivery time

Pricing and statistics

Doc. currency USD / 1.00000 Pricing date 09/03/2003

Pric. procedure ZNASA1 NASA Reimbursab Customer group Federal

Price list type Usage

Price group Sales district

T01 (1) (831) ifmptst INS

5:51 PM

Processing Accounts Receivables during Fiscal Year End 2003 Close

After document date change

SAP

Sales document Edit Goto Extras Environment System Help

Create Reimbursables NASA: Header Data

Reimbursables NASA Purchase order no.

Sold-to party 52 US ARMY / 21000 Brookpark Rd / Cleveland OH 44135-3191

Sales Shipping Billing Payment cards Accounting Conditions Account assignment Partners

Order Type ZRE1 Reimbursables NASA Document date 09/30/2003

Sales area data 0022 / 01 / 01 Glenn Research Ctr, NASA, NASA

Sales office Created by SAVINDM

Sales group Created on 10/01/2003

Version Guarantee

Order reason

Delivery time

Pricing and statistics

Doc. currency USD / 1.00000 Pricing date 09/30/2003

Pric. procedure ZNASA1 NASA Reimbursab Customer group Federal

Price list type Usage

Price group Sales district

T01 (1) (831) ifmptst INS

Start 5:54 PM

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FM popup posting box at save time for Sales Order creation and changes to an existing Sales order. It will default in the current date.

The screenshot shows the SAP 'Create Reimbursables NASA: Overview' screen. A popup window titled 'Update date recorded in Funds Management' is open, displaying the following fields:

- FM posting date: 10/01/2003
- Period: 001
- Document date: 10/01/2003

The main screen displays the following information:

Ship-to party: 52 US ARMY / 21000 Brookpark Rd / Cleveland OH 44135-3191
Purch.order no.: PO date: 09/30/2003

Order reason: 0022 / 01 / 01 Glenn Research Ctr, NASA, NASA

Item	Material	Customer material no.	WBS element	Description	Net value	Doc...
10	R10		22R-722-96-0244-01	Reimbursable	44,000.00	USD

The taskbar at the bottom shows the Start button, various application icons, and the system clock displaying 5:55 PM.

Processing Accounts Receivables during Fiscal Year End 2003 Close

You must change the posting date and we want you to go ahead and change the document date also. Period will adjust to Period 12 based on your 09/30/03 date.

SAP

Sales document Edit Goto Extras Environment System Help

Create Reimbursables NASA: Overview

Ship-to party 52 US ARMY / 21000 Brookpark Rd / Cleveland OH 44135-3191

Purch.order no. PO date 09/30/2003

Sales Item overview Item detail Ordering party Procurement Shipping Reason for rejection

Update date recorded in Funds Management

FM posting date 09/30/2003

Period 001

Document date 09/30/2003

Order reason

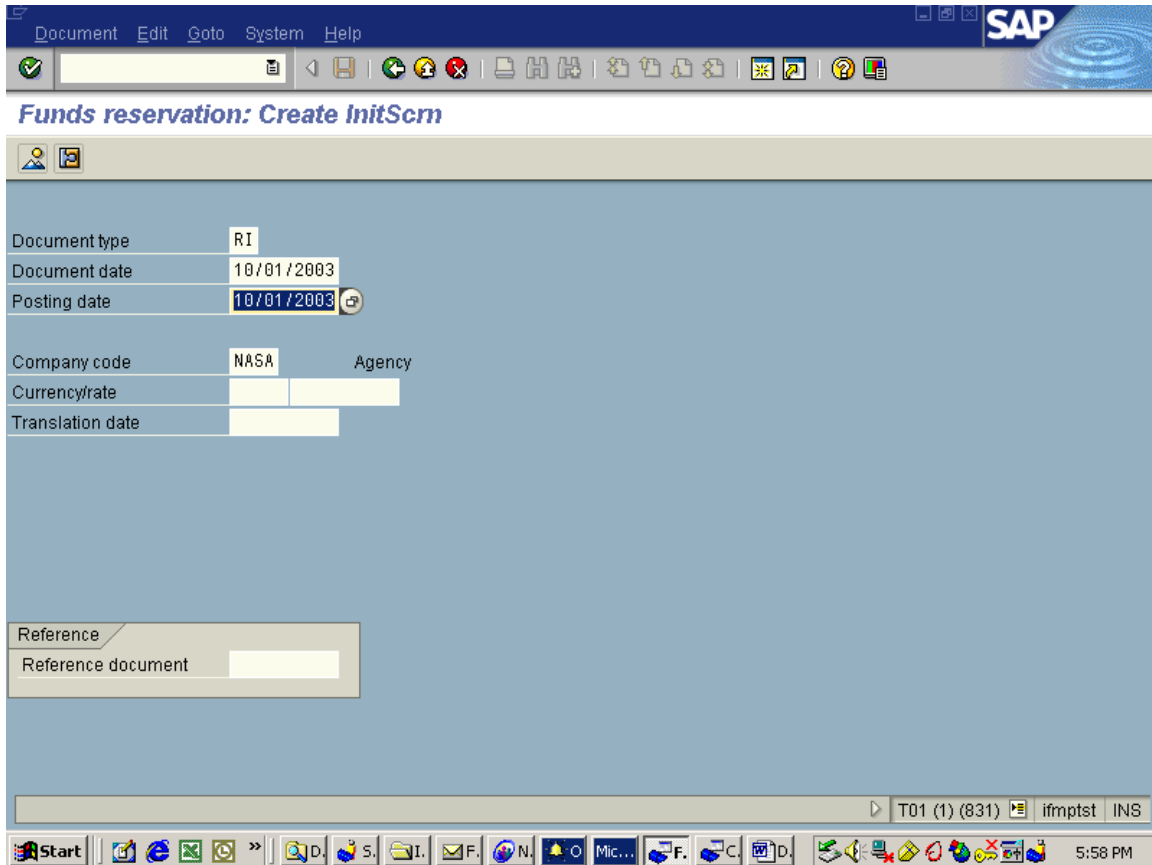
Sales area 0022 / 01 / 01 Glenn Research Ctr, NASA, NASA

Item	Material	Customer material no.	WBS element	Description	Net value	Doc...
10	R10		22R-722-96-0244-01	Reimbursable	44,000.00	USD

T01 (1) (831) ifmptst INS 5:56 PM

Processing Accounts Receivables during Fiscal Year End 2003 Close

Funds Reservation Creation. – Defaults in the current date for Document date and posting date.



The screenshot shows the SAP 'Funds reservation: Create InitScrM' screen. The interface includes a menu bar (Document, Edit, Goto, System, Help), a toolbar with various icons, and a main data entry area. The data entry area contains fields for Document type (RI), Document date (10/01/2003), Posting date (10/01/2003), Company code (NASA), Agency, Currencyrate, and Translation date. A 'Reference' section at the bottom left has a 'Reference document' field. The status bar at the bottom right shows 'T01 (1) (831)' and 'ifmptst INS'. The Windows taskbar at the very bottom shows the Start button, several open applications, and the system clock at 5:58 PM.

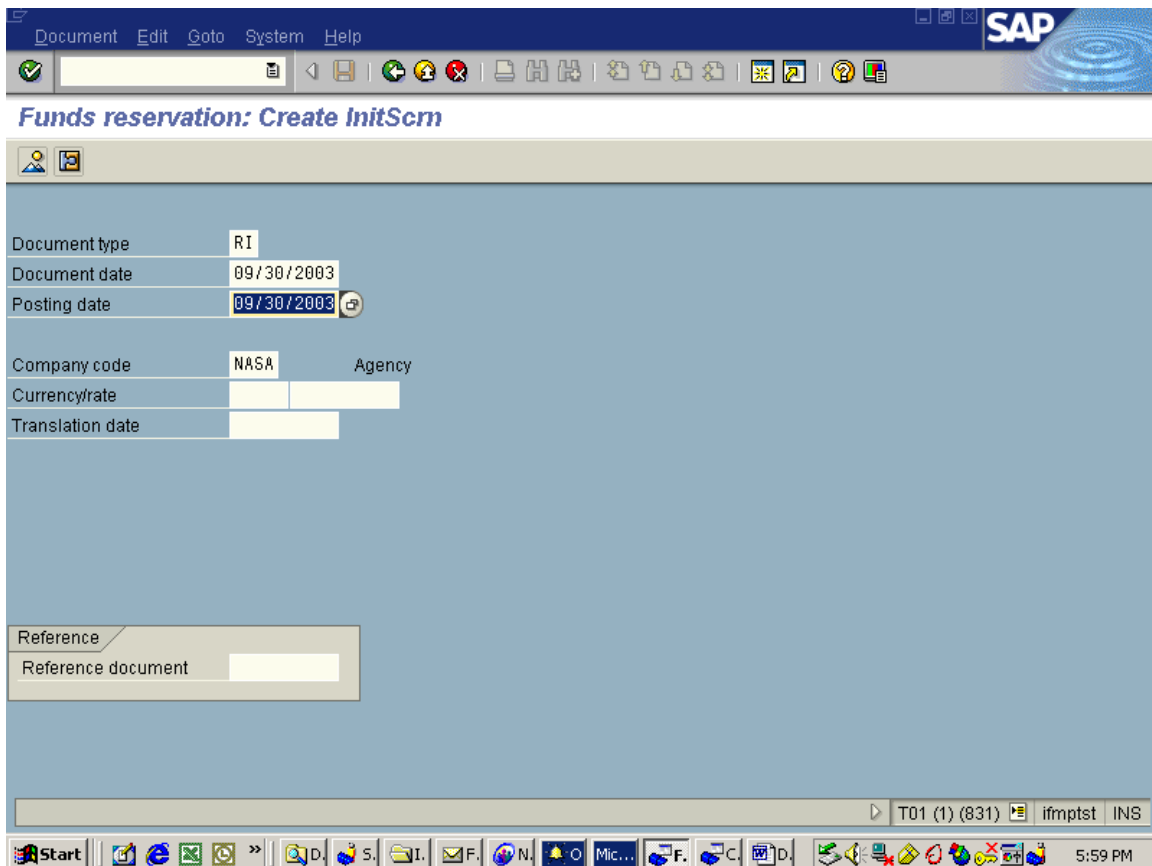
Document type	RI	
Document date	10/01/2003	
Posting date	10/01/2003	
Company code	NASA	Agency
Currencyrate		
Translation date		

Reference
Reference document

T01 (1) (831) ifmptst INS

5:58 PM

Processing Accounts Receivables during Fiscal Year End 2003 Close



The screenshot shows the SAP 'Funds reservation: Create InitScrM' screen. The interface includes a menu bar (Document, Edit, Goto, System, Help) and a toolbar with various icons. The main area contains several input fields for document details. The 'Posting date' field is highlighted with a yellow border and contains the date 09/30/2003. Below this, there are fields for 'Company code' (NASA), 'Agency', 'Currencyrate', and 'Translation date'. A 'Reference' section at the bottom left has a 'Reference document' field. The status bar at the bottom right shows 'T01 (1) (831)' and 'ifmptst INS'. The Windows taskbar at the very bottom shows the Start button, several open applications, and the system clock at 5:59 PM.

Document type	RI	
Document date	09/30/2003	
Posting date	09/30/2003	
Company code	NASA	Agency
Currencyrate		
Translation date		

Reference
Reference document

T01 (1) (831) ifmptst INS

Start [Icons] 5:59 PM

You must change the posting date to 09/30/03. Change the Document date also.

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The screenshot shows the SAP 'Funds reservation: Create Overview' screen. A pop-up window titled 'Update date recorded in Funds Management' is open, allowing the user to change the 'FM posting date', 'Period', and 'Document date' from their default values to 10/01/2003. The main screen contains fields for document details and a table of reservation items.

Document Details:

Document number		New	Document date	09/30/2003
Document type	RI	Reimbursable Auth Reserv...	Posted on	09/30/2003
Company code	NASA USD	Agency	Currency/rate	USD
Doc.text				

Update date recorded in Funds Management (Pop-up):

FM posting date	10/01/2003
Period	001
Document date	10/01/2003

Reservation Items Table:

accou...	WBS element	Customer	Due on
0.2550	22R-722-96-0244-01		

Footer: Position 0 / 0, T01 (1) (831) ifmptst INS, 6:01 PM

Pop-up screen at the Save function for Funds Reservation creation and change. Defaults to current date.

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Document Edit Goto Extras Environment System Help

Funds reservation: Create Overview scrm

Document number: New Document date: 09/30/2003
 Document type: RI Reimbursable Auth Reserv... Posted on: 09/30/2003
 Company code: NASA USD Agency Currency/rate: USD
 Doc.text:

Update date recorded in Funds Management

FM posting date: 09/30/2003
 Period: 001
 Document date: 09/30/2003

account...	WBS element	Customer	Due on
0.2550	22R-722-96-0244-01		

Position: 0 / 0

T01 (1) (831) ifmptst INS

You must change the posting date to 09/30/03. Change the Document date also. Period will adjust to Period 12 based on your 09/30/03 date.

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Creation of a Down Payment , Liquidation , Bill, Collection, etc.

Post Customer Down Payment: Header Data

New item Requests

Document date	<input checked="" type="checkbox"/>	Type	DP	Company code	<input checked="" type="checkbox"/>
Posting date	10/01/2003	Period		Currencyrate	<input checked="" type="checkbox"/>
Document number				Translation dte	
Reference				Cross-CC no.	
Doc header text					
Trading part BA					

Customer

Account	<input checked="" type="checkbox"/>	Special G/L ind	<input checked="" type="checkbox"/>
Altern.comp.cde			

Bank

Account	<input checked="" type="checkbox"/>	Business area	
Amount		LC amount	
Bank charges		LC bank charges	
Value date		Profit center	
Text		Assignment	

T01 (1) (831) ifmptst INS

All these types of Reimbursable documents that asked for a document date and posting date you need to make sure to use 09/30/03 as your posting date. (It will default in the current date). Change the document date also to 09/30/03. Period will adjust to Period 12 based on your 09/30/03 date.

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Post Customer Down Payment: Header Data

New Item Requests

Document date	09/30/03	Type	DP	Company code	nasa
Posting date	09/30/03	Period		Currency rate	usd
Document number				Translation dte	
Reference				Cross-CC no.	
Doc. header text					
Trading part BA					

Customer

Account	<input checked="" type="checkbox"/>	Special G/L ind	<input checked="" type="checkbox"/>
Altern. comp. cde			

Bank

Account	<input checked="" type="checkbox"/>	Business area	
Amount		LC amount	
Bank charges		LC bank charges	
Value date		Profit center	
Text		Assignment	

T01 (1) (831) ifmptst OVR

Start Microsoft Excel - FF FM R... Post Customer Down P... I:\Core Financials\Process IPT\Accounting Subsystem IPT\A R\Conversions Anita Screen shots.doc - ... 6:20 PM

Your dates should look like this before you save.

Period will adjust to Period 12 based on your 09/30/03 date.

Processing Accounts Receivables during Fiscal Year End 2003 Close

You accounting documents will show the dates as follows.

Budgetary Ledger doc: Document date and Posting Date

The screenshot displays the SAP 'Document Overview' window. The title bar includes 'Document', 'Edit', 'Goto', 'Settings', 'Extras', 'Environment', 'System', and 'Help'. The SAP logo is in the top right corner. Below the title bar is a toolbar with various icons. The main content area is divided into two sections. The top section displays document details in a table-like format. The bottom section displays a table of line items.

Doc. type	BL (Budgetary ledger doc)	Normal document			
Doc. number	4800739207	Company code	NASA	Fiscal year	2003
Doc. date	09/30/2003	Posting date	09/30/2003	Period	12
Ref. doc.	3000000000074731				
Doc. currency	USD				

Ita	PK	Account	Account short text	Assignment	Tx	Amount	Text
1	50	4210.0000	Anticpat Reimb Oth I	48007392072003		44,000.00-	
2	40	4221.0000	Unfld Cust Ord w/o A	48007392072003		44,000.00	

The status bar at the bottom shows 'T01 (1) (831)' and 'Ifmptst OVR'. The taskbar at the very bottom includes the Start button and several open applications: 'Microsoft Excel - FF FM R...', 'Document Overview', 'I:\Core Financials\Proces...', and 'Anita Screen shots.doc - ...'. The system clock shows '6:23 PM'.

Processing Accounts Receivables during Fiscal Year End 2003 Close

Special Purpose Ledger: Posting Date , Value Date (= Document date) and it will contain an Entry Date with the current date.

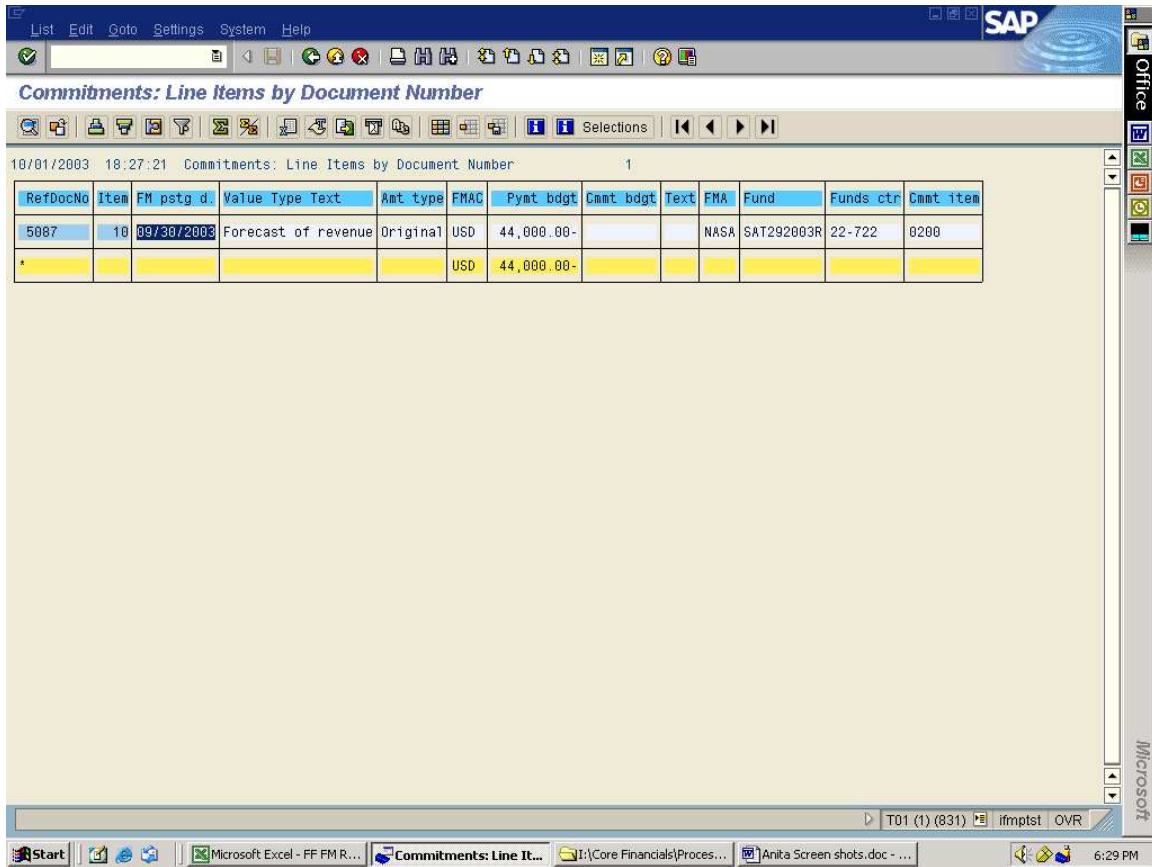
The screenshot displays the SAP FI-SL local actual single docs window. The title bar indicates the window is titled "Display FI-SL local actual single docs". The menu bar includes "List", "Edit", "Goto", "Settings", "System", and "Help". The toolbar contains various icons for document navigation and processing. The main area shows the document details for document number 1001694806, dated 12/2003, with a posting date of 09/30/2003 and a value date of 09/30/2003. The user is SAVINDM. The table below shows the line items for this document.

Doc.no.	D	Period	Year	CoCd	R	Ver	Ld	RefDocumnt	D	Pstg date	Value date	Entry date	Time	User			
Lnitm	Item	Account	Trns	BA	Cost ctr	WBS elem.	FA	Fund	Comt item	Funds ctr	Order	Tr.prt	ALC	Applctn	LogSystem	D/C	Trans
1001694806	S		12	2003	NASA	0	1	95	5087	W	09/30/2003	09/30/2003	10/01/2003	17:57:22	SAVINDM		
000001		4210.0000	RFB	U	22			RMB	SAT292003R	0200	22-722	2100	80000701	803/40110		H	44,000
000002		4221.0000	RFB	U	22			RMB	SAT292003R	0200	22-722	2100	80000701	803/40110		S	44,000
* Total																	0

The taskbar at the bottom shows the Start button and several open applications: Microsoft Excel - FF FM R..., Display FI-SL local act..., I:\Core Financials\Proces..., and Anita Screen shots.doc - ... The system clock indicates 6:24 PM.

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Posting date on your document and/or from your pop-up window will be the FM posting date on your FM document.



The screenshot shows the SAP 'Commitments: Line Items by Document Number' window. The window title bar includes 'List Edit Goto Settings System Help' and the SAP logo. The main area displays a table of commitment line items. The table has columns: RefDocNo, Item, FM pstg d., Value Type Text, Amt type, FMAC, Pymt bdgt, Cmnt bdgt, Text, FMA, Fund, Funds ctr, and Cmnt item. The first row shows document number 5007, item 10, with a posting date of 09/30/2003, value type 'Forecast of revenue', amount type 'Original', currency 'USD', and a budget of 44,000.00-. The second row is a summary row marked with an asterisk (*), showing the same currency and budget. The window also shows a status bar at the bottom with 'T01 (1) (831)' and 'ifmptst OVR'. The taskbar at the bottom shows the Start button and several open applications: Microsoft Excel - FF FM R..., Commitments: Line It..., I:\Core Financials\Proces..., and Anita Screen shots.doc - ... The system clock shows 6:29 PM.

RefDocNo	Item	FM pstg d.	Value Type Text	Amt type	FMAC	Pymt bdgt	Cmnt bdgt	Text	FMA	Fund	Funds ctr	Cmnt item
5007	10	09/30/2003	Forecast of revenue	Original	USD	44,000.00-			NASA	SAT292003R	22-722	0200
*					USD	44,000.00-						

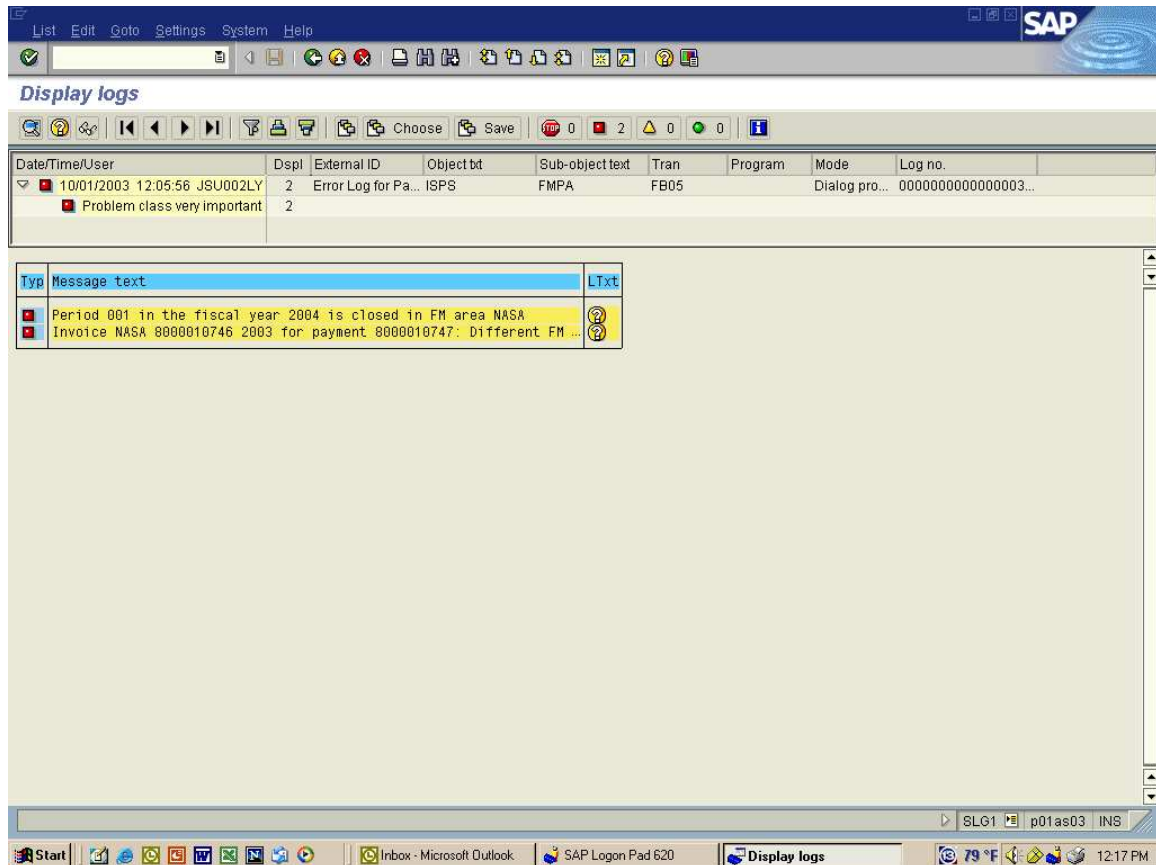
Processing Accounts Receivables during Fiscal Year End 2003 Close

If you do not change the posting dates as instructed you will receive the following error message or one very similar.

The payment could not be posted in Funds Management

Call up the error log using transaction SLG1

The error issued does not affect the posting of the document in Financial Accounting



These instructions are in effect until after year-end closing. When you are back on the system in October you will return to normal business operations for your AR activities.